

# NEWFIELDS VILLAGE WATER & SEWER DISTRICT

Meeting Minutes from 8/1/2022  
Approved September 6, 2022

<b>Distribution:</b> Ray Buxton Jr. Cathy Nelson-Smith George Drinkwater Paula Boyle Peter Hellfach Wendy Chase
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## Opening:

The regular meeting of the Newfields Village Water & Sewer District was called to order at 7:00 pm on July 5, 2022, at the Water & Sewer District Office, 75 Main Street.

**Present: Commissioners Ray Buxton, Cathy Nelson-Smith, George Drinkwater, Superintendent Peter Hellfach, and Treasurer Wendy Chase.**

## A. Approval of Minutes

The minutes of July 5, 2022 were unanimously approved.

## B. Open Issues

### 1. Conservation Plan.

- a) Calibrating the Source Meters: Due every 3 years. Next calibration deadline is by the end of year 2024.
- b) Leak Log: Paula said that there is a leak grant available for leak detection that she will apply for on behalf of the District. The grant application is due at the end of July. Paula will send Ray a copy to look over next week.
- c) Emergency Plan: Reviewed annually and updated every 6 years. **The next review is due March 2027.**

**2. Sludge Removal.** Remove sludge from Lagoons along with piping and old aeration system and replace existing aeration system with a permanent solution. Paula prepared applications to NH DES to get State Revolving Fund SRF loan money for the future project to remove sludge. Paula applied for the grant and informed Ray that we made the list and are on the lower end of the list for SRF loan money. **On Hold.**

### 3. Wastewater Updates:

### 6. National Pollutant Discharge Elimination System (NPDES) Permits.

- a) Small Wastewater Treatment Facility General Permit (WWTFGP) (Village District purview)– **Background:** was issued September 28, 2021 and will become effective December 1, 2021. The Small WWTF General Permit is designed to authorize discharges of wastewater from publicly owned treatment works and other treatment works that treat domestic sewage. The permit establishes effluent limitations, monitoring requirements, reporting requirements and standard conditions for facilities that discharge to fresh and marine waters in MA and NH. **Update:** John Jackman is working on the Capacity Management Operation and Management Plan (CMOM), a requirement that has to do with operating the sewer system. Public outreach is part of that plan and the District has to show what they do for public outreach. Wendy will look on the NH EPA site for educational materials for school aged children and we can discuss how to connect with the school to provide those materials to the kids. **In Process.**
- b) Great Bay Total Nitrogen General Permit (GBTNGP) (Village District Purview) –

**Background:** The GBTNGP was issued for 13 eligible wastewater treatment facilities that discharge treated wastewater containing nitrogen within the Great Bay watershed in NH. It was issued on November 24, 2020 and became effective February 1, 2021. The permit establishes total nitrogen effluent limitations, monitoring requirements, reporting requirements and standard conditions for the 13 WWTFs. The discharge of all pollutants other than nitrogen from these WWTFs will continue to be authorized by each WWTS's respective individual NPDES permit. Rather than address this permitting task on a permit-by-permit basis, EPA instead fashioned a general permit designed to comprehensively regulate nitrogen loading from 13 WWTFs in NH on a gross, watershed-wide scale, incorporating an innovative and adaptive approach to achieving water quality standards in the Great Bay estuary through a combination of mandatory load limits at the WWTFs and voluntary nonpoint source nitrogen reductions. **Update:** We are currently meeting the nitrogen limits. Peter said it is generally between 8 and 12 lbs. per day on average. The limit is 16 lbs. per day. **In process.**

- c) **NH Small MS4 General Permit (Town's Purview)**– **Background:** MS4 – Municipal Storm Sewer System. What is required is regulatory compliance of stormwater discharges from MS4 (Municipal Storm Sewer System) to US waters. This is primarily the Town's responsibility. **Update:** Paula said Raquel Gibson and John Jackman from HTA are working on getting the final stormwater asset management report together. John said it has to be completed by the end of September. John wants to get Brian utilizing the google account and using the work order system. John has enough money in the budget for two training workshops for Brian and his staff.
- d) **Stormwater Asset Management (Town's Purview)** – **Background:** Stormwater Asset Management ties into the NH Small MS4 General Permit; both under the town's purview. Ray is the liaison as District Commissioner. Bill Meserve is working on the Hazardous Mitigation plan and wants to know when the Stormwater Asset Management Plan will be complete. **Update:** Ray said they had a meeting last week. Ray said the town is going to replace the drains on the corner of Route 85 and 87 and on Summer and Pleasant Streets.

7. **Water Treatment & Supply Study.** The District voted to spend \$75,000 on a study to reduce arsenic in the water supply.

- a) **Consolidation Plan:** **Background:** The District received a 10,000 grant to look into connecting to the Newmarket water system. Newmarket has reached out to the District stating that they would expect Newfields to upgrade 16 linear feet of pipe in Newmarket if we do connect to their system. **Update:** The sustainability grant application to connect to Newmarket was approved by the Attorney General's Office but has not been before the General Council for approval yet. Peter sent the Commissioners an email stating that the arsenic levels were cut in half.

### C. New Items

1. Alarm Central will take over monitoring our fire alarm system at the treatment plant. Peter will look into having them install an alarm system at the water plant. The quote to install the alarm system for the Blending Facility on Baker Street was \$4,713.12. This was not budgeted for so the Commissioners decided to approve the quote for the WWTP, Hervey Court and wait until next year to have the alarm installed at Baker Street.

2. Copies of the 2021 audit were distributed.
3. The Rules and Regulations need to be updated. Wendy will email the Commissioners changes made to the regulations so they can review before the next meeting to finalize the amended regulations.
4. Cathy read the proposed Mission Statement for John Jackman as part of the CMOM report. Peter suggested she change the word sensitivity to sustainability, “To provide water supply, wastewater disposal and water resource management to the public in a safe reliable and environmentally sustainable and financially responsible manner”. The Commission agreed and approved the Mission Statement. Cathy will email it to John Jackman.
5. Cathy is going to ask Sue McKinnon if we can put a “please conserve water” on the town hall sign.

The Meeting was adjourned at 8:03 PM. The next regular meeting will be on Tuesday, September 6, 2022, at 7:00 PM in the Newfields Water & Sewer District Office, 75 Main Street.

Respectfully submitted,

Wendy V. Chase, Treasurer